



FIRST AID TRAINING

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ABN 55 086 760 312

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## NSW First Aid Code of Practice (2014)

### FIRST AID KIT REQUIREMENTS: AUDIT / ORDER FORM

A First Aid Risk Assessment is required to be performed to determine the appropriate First Aid Kit /s for your workplace.

The following are the MINIMUM requirements to meet the Work Health and Safety (WHS) Regulations 2011. If your First Aid Risk Assessment identifies other required items then these should also be added to the kit.

ORGANISATION: \_\_\_\_\_ LOCATION OF KIT: \_\_\_\_\_

DATE OF AUDIT: \_\_\_\_\_ NAME of AUDITOR: \_\_\_\_\_

NEXT AUDIT DUE DATE: \_\_\_\_\_

Once the audit is completed, fax or scan and email this completed form to Re:VIVA on:











Fax: 02 9593 1081 or scan and email to: [firstaid@reviva.com.au](mailto:firstaid@reviva.com.au)










**MEDICATIONS IN THE WORKPLACE:** The First Aid in the Workplace COP states the following with respect to keeping medications in a workplace first aid kit:

*Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions. The supply of these medications may also be controlled by drugs and poisons laws. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary. NSW First Aid Code of Practice (2014)*

Item	Item Number	Photo of Item	Expiry Date If applicable	Required Quantity	On Hand	Required quantity to be Ordered
Basic instructions for providing first aid, Including Cardio Pulmonary Resuscitation Flow Chart	SFAIB		N/A	1		
Note Book and Pen	VX1010		N/A	1		

Item	Item Number	Photo of Item	Expiry Date If applicable	Required Quantity	On Hand	Required quantity to be Order
Resuscitation Face Mask or Face Shield	AX2005			1		
Disposable Nitrile Examination Gloves (1 Pair)	GNL2			5 pairs		
Gauze Pieces 7.5cm x 7.5cm, Sterile (3 pieces per pack)	GS375-1			5 packs		
Saline (15mls)	EWA1			8		
Wound Cleaning Wipe	S5196S			10		
Adhesive Dressing Strips – Plastic or Fabric (Packet of 50)	B72590-03			1		
Blue - only if food preparation area: kitchen (Packet of 100)	AV2000			1		
Splinter Probes (Single use - Disposable)	DS5			10		
Tweezers / Forceps (Stainless Steel)	FS13		N/A	1		

Item	Item Number	Photo of Item	Expiry Date If applicable	Required Quantity	On Hand	Required quantity to be Order
Antiseptic Liquid / Spray (50mls)	RAS50			1		
Non-Adherent Wound Dressing 5cm x 5cm (Small)	S4811S			6		
Non-Adherent Wound Dressing 7.5cm x 10cm (Medium)	S4812S			3		
Non-Adherent Wound Dressing 10cm x 10cm (Large)	B76242S			1		
Conforming Cotton Bandage, 5cm	EF050		N/A	3		
Conforming Cotton Bandage, 7.5cm	EF075		N/A	3		
Crepe Bandage, 10cm (For Serious Bleeding and Pressure Application)	S1346		N/A	1		
Scissors	SSB13		N/A	1		
Non-Stretch, Hypoallergenic Adhesive Tape 2.5cm Wide roll	AP325		N/A	1		
Safety Pins (Packet of 12)	SPA12		N/A	1		

Item		Photo of Item	Expiry Date If applicable	Required Quantity	On Hand	Required quantity to be Order
Wound Dressing No. 14, Medium	WD14			1		
Wound Dressing No. 15, Large	WD15			1		
Dressing Combine Pad 10 x 20 cm	CP1020			1		
Plastic Bags 3 in Envelope [L, M, S]	PBA		N/A	1		
Triangular Bandage (Cotton Min. Width 90cm) 110cm x 110cm x 155cm	TB110		N/A	2		
Emergency Rescue Blanket (For Shock or Hypothermia)	BFR		N/A	1		
Eye Pad	EPX1			4		
Burn-Aid Sachet 3.5gm Access to 20 minutes of clean running water or if this is not available use Hydro Gel (3.5gm sachets)	BS-1			5		
Instant Ice Pack For Treatment Of Soft Tissue Injuries And some stings	IIP-1			1		